

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-111

OPEN PERIOD:

4/22/2010 – 5/13/2010

JOB TITLE:

Materials Examiner and Identifier

PAY GRADE AND SERIES:

WG-6912-07

PAY RANGE:

\$21.21 - \$24.76

POSITION LOCATION:

Camp Roberts, CA

UNIT:

USPFO

APPOINTMENT TYPE: PERMANENT W/DUAL STATUS
AREA OF CONSIDERATION: Current USPFO California Army National Guard Permanent Technicians only.

Military grade of E-3 through E-7.

PDCN #:

70758000

Security Clearance Required:

National Agency Check

Compatible Military Grade Assignment: MOS 36B, 51C, 88M/N, 89A/B, 92A/F/G/Y, 74B, 55B.

THIS IS A PERMANENT POSITION

These positions are located in the United States Property and Fiscal Office (USPFO). The purpose of this position is to identify, examine and classify materiel and equipment and make final determinations on acceptance and disposition of standardized and complex equipment and materiel using shipping documents, contracts, catalogs, drawings, and related documents.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification is NOT authorized upon approval.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the ability to distinguish between closely related or similar items, ability to follow procedures, ability to sort materials by type, and skill in the use of hand tools.

Specialized Experience: Must have 12 months of specialized experience in identifying and sorting a variety of complex materials and equipment; experience receiving materials and equipment, recording, and placing items in proper storage areas; experience preparing all items for shipment using appropriate agency instructions; experience in mathematical equations; experience interpreting and using Federal Supply Catalogs, military and manufacturing catalogs, and technical and agency manuals; experience using and operating forklifts and motor vehicles.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

- a. Skill in identifying, sorting, and judging the physical condition of a variety of complex material.
- b. Knowledge of procedures for receiving material and placing them in storage.
- c. Skill in preparing material for shipment, using tags, labels and appropriate containers.
- d. Ability to use arithmetic, add – subtract, multiply, divide, etc.
- e. Ability to read and interpret a variety of technical catalogs and manuals.
- f. Ability to operate forklifts and vehicles.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

Must qualify for appropriate level of security clearance required for the position

Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (**mandatory**)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER